



**UNIVERSITY OF
CAMBRIDGE**

Estates Division



ESTATES DIVISION – RECORDS RETENTION SCHEDULE

Period November 2021 - November 2022



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The following categories can be found in the [University Master Retention Schedule](#):

| | |
|----------------------------|---|
| FINANCE | University Master Records Retention Schedule Section 5 |
| HEALTH & SAFETY | University Master Records Retention Schedule Section 12 |
| HR | University Master Records Retention Schedule Section 6 |
| ICT | University Master Records Retention Schedule Section 11 |
| MEETING RECORDS | University Master Records Retention Schedule Section 1.2 |
| PROCUREMENT | University Master Records Retention Schedule Section 5.8 |



Purpose of the Retention Schedule

The retention schedule was compiled with guidance from the University's Data Protection Office and JISC HE (Higher Education) Classification.

The Retention Schedule is the control document which is continually evolving and is a key component in the management of the lifecycle of records (creation, receipt, maintenance, use, and disposition).

The schedule sets out the prescribed periods for the minimum length of time for the retention of documents regardless of their format therefore applies to both paper and electronic records and media storage such as memory sticks. Records should be retained in order to meet business and operational needs, as well as complying with Statutory, Regulatory and information management obligations (e.g., GDPR (General Data Protection Regulation)).

The Estates Division is a large and complex organisation, and whilst there is an overlap between Sections in relation to the records they continually work with, there are also many types of records unique to specific Sections. If there is not an entry to cover the records you work with, please contact the Records Management Team, EMRecords@admin.cam.ac.uk.

The Schedule lists the methods of disposal i.e., recycling, shredding, deletion of electronic version.

Efficient application of the retention schedule will:

- Provide a consistent controlled system for disposal of records
- Prevent records from being discarded prematurely and to identify records with historic value for preservation
- Ensures information is not saved unnecessarily
- Help to save space and time

Using the schedule

The schedule identifies the relevant functions of the Estates Division and the categories of records within those functions.

Search by reviewing the hyperlinked contents page for the records you are looking for or by pressing CTRL & F on the keyboard & type in the search box.

The schedule describes:

- The record series (type)
- Description of the record
- Recommended disposal date & method.



Hard copy records which require permanent retention will be securely held in ED's archives which are stored off-site. These may be obtained on request and will be received within 24 hours.

Please contact the Records Management Team with any requests relating to this schedule.

Records which may be routinely destroyed.

As a rule, the following types of records have no significant operational, informational, or evidential value. They can therefore be destroyed as soon as they have served their primary purpose.

Examples

- Announcements and notices of meetings and other events, and notifications of acceptance or apologies
- Requests for information such as maps and travel directions, brochures etc.
- Superseded address lists, distribution lists etc.

Duplicate documents such as:

- 'CC' and 'FYI' copies
- Unaltered drafts
- Snapshot' printouts or extracts from databases
- Working papers, where the results have been written into an official document



Citations - Acts of Parliament (UK)

| DATE | TITLE |
|-------------|--|
| 1980 c.58 | Limitation Act 1980 |
| 2005 | The Regulatory Reform (Fire Safety) Order 2005 |
| 2018 | General Data Protection Regulation (GDPR) |
| 2021 c.30 | Environment Act |

Statutory Instruments (SI)

| | |
|-----------|--|
| 1996/972 | The Specialist Waste Regulations |
| 1997/1840 | The Fire Precautions (workplace) Regulations |
| 1998/2306 | The Provision & Use of Workplace Equipment |
| 1998/2307 | The Lifting Operations & Lifting Equipment Regulations |
| 1999/3242 | The Management of Health & Safety at Work Regulations |
| 2004/3391 | The Environmental Information Regulations |
| 2012/632 | The Control of Asbestos Regulations |
| 2013/147 | Reporting injuries, diseases & dangerous occurrences Regulations |
| 2015/51 | Construction (Design & Management) Regulations |



| ACCOMMODATION SERVICE | TRIGGER / RETENTION PERIOD | AUTHORITY/ LEGISLATION | NOTES/ DISPOSAL METHOD |
|------------------------------|-----------------------------------|-------------------------------|--------------------------------------|
| Booking forms | 6 years after booking | | Shredding/ Delete Electronic Version |
| Accommodation lists | Destroy when superseded | | Shredding/ Delete Electronic Version |
| Tenancy agreement | End of tenancy + 6 years | | Shredding/ Delete Electronic Version |
| Fair Rent tenancy agreements | Permanent Retention | | Retain |
| Accommodation fees register | 6 years after booking | | Shredding/ Delete Electronic Version |



| BUILDING MANAGEMENT | RETENTION PERIOD | AUTHORITY/ LEGISLATION | NOTES/ DISPOSAL METHOD |
|--|-----------------------------|-----------------------------------|-----------------------------------|
| Masterplans for sites & buildings | Permanent Retention | | Retain |
| Management of Historical buildings and monuments | Permanent Retention | | Retain |



| BUILDING MAINTENANCE | TRIGGER / RETENTION PERIOD | AUTHORITY/ LEGISLATION | NOTES/ DISPOSAL METHOD |
|--|--|---|---|
| Building condition surveys | Date of survey + 10 years | | Shredding/ Delete Electronic Version |
| Records documenting minor maintenance works on property. | Completion of works + 5 years | 1980 c. 58 s 14B | Recycle waste/ Delete Electronic Version |
| Records documenting assessments made to determine the presence (or presence) of asbestos in premises, as required by Regulation 4(3) of the Control of Asbestos Regulations 2006 (SI 2006/2739). | Permanent Retention | SI 2006/2739 does not prescribe a retention period for these records. | Retaining assessments provides evidence of effective management of risks associated |
| Records documenting the monitoring of the condition of asbestos in premises, and of maintaining or removing it. | Permanent Retention | SI 2006/2739 | Retain |
| Records documenting the carrying out of interior refurbishment and fitting out works. | Review after completion of works + 5 years | 1980 c. 58 s 14 JISC HE Retention Schedule | Shredding/Delete Electronic Version |
| Records documenting the carrying out of major maintenance works within facilities. | Review after completion of work + 15 years | NA JISC HE Retention Schedule | Recycle waste/ Delete Electronic Version |
| Drainage survey reports | Permanent Retention | | Retain/ Delete Electronic Version |



| BUILDING MAINTENANCE | TRIGGER / RETENTION PERIOD | AUTHORITY/ LEGISLATION | NOTES/ DISPOSAL METHOD |
|---|---|-----------------------------------|---|
| Roof Inspection Reports including fall arrest | Date of report + 5 years | | Recycle waste/ Delete Electronic Version |
| Records documenting carrying out of planned preventative maintenance work | Current year + 5 years | | Recycle waste/ Delete Electronic Version |
| Crack monitoring | Date of report + 10 years | | Recycle waste/ Delete Electronic Version |
| Maintenance Contracts | Cessation of contracts + 5 years | | Shredding/ Delete Electronic Version |
| CAD Drawings | Permanent Retention | | Retain |
| O&M Manuals | Permanent Retention (life of building, transfer to new owner if applicable) | | Shredding/ Delete Electronic Version |



| | TRIGGER / RETENTION PERIOD | AUTHORITY/ LEGISLATION | NOTES/ DISPOSAL METHOD |
|--|---|-----------------------------------|---|
| CATERING SERVICES | | | |
| Records of catering requirements & options for provision | End current year + 6 years | | Shredding/ Delete Electronic Version |
| Design & delivery of catering, menu plans, events plans. | End current year + 1 year | | Shredding/ Delete Electronic Version |
| Vending services | End current year + 6 years | | Shredding/ Delete Electronic Version |
| Bar licence | End current year + 6 years | | Shredding/ Delete Electronic Version |
| Hiring of conference facilities | End of current year + 1 year | | Shredding/ Delete Electronic Version |



| ESTATE DEVELOPMENT | TRIGGER/RETENTION PERIOD | AUTHORITY/LEGISLATION | NOTES/ DISPOSAL METHOD |
|---|--|------------------------------|---|
| Capacity Record documents | Superseded + 5 years | Good Practice | Shredding/ Delete Electronic Version |
| Records documenting development of ED's Estate plan | Superseded + 10 years | Good Practice | Shredding/ Delete Electronic Version |
| Records documenting the development of the Capital Plan | Current + 15 years | Good Practice | Shredding/ Delete Electronic Version |
| Space Management | Superseded + 10 years | Good Practice | Shredding/ Delete Electronic Version |
| Records documenting the conduct and outcomes of space audits. | Completion of subsequent audit + 5 years | N/A | Shredding/ Delete Electronic Version |



| ENERGY MANAGEMENT | TRIGGER /RETENTION PERIOD | AUTHORITY/ LEGISLATION | NOTES/ DISPOSAL METHOD |
|---|--|-----------------------------------|---|
| Records documenting formal reviews of use of energy and action taken to address issues raised | Current report + 5 years | n/a | Shredding/ Delete Electronic Version |
| Records monitoring use and consumption of energy | Current year + 5 years | n/a | Shredding/ Delete Electronic Version |
| Energy Certificates for all Buildings | Subsequent certificate +5 years | n/a | Shredding/ Delete Electronic Version |
| Meter Readings | Subsequent reading + 5 years | n/a | Shredding/ Delete Electronic Version |
| Annual utilities report | Subsequent report + 5 years | n/a | Shredding/ Delete Electronic Version |



| ENVIRONMENT | TRIGGER / RETENTION PERIOD | AUTHORITY/ LEGISLATION | NOTES/ DISPOSAL METHOD |
|--|--|--|--|
| Records documenting results of environmental audits and actions taken to address issues raised | Completion of audit + 5 years | Provides evidence | Shredding/ Delete Electronic Version |
| Records documenting notification and reporting of incidents to enforcing authorities | Date of notification + 5 years | Provides evidence | Shredding/ Delete Electronic Version |
| Records documenting attainment of accreditation and maintenance of environmental schemes | Termination of accreditation + 1 year | Waste (England & Wales) Regulations 2011 | Recycle waste/ Delete Electronic Version |
| Waste transfer notes & Consignment notes (Hazardous waste) | Removal of waste + 5 years | Waste (England & Wales) Regulations 2011 | Shredding/ Delete Electronic Version |
| Waste transfer notes & Consignment notes (non-hazardous waste) | Removal of waste + 5 years | Provides evidence | Recycle waste/ Delete Electronic Version |
| Register of special waste for disposal by registered contractors (not asbestos) | Removal of waste + 5 years | SI 2004/3391 | Shredding/ Delete Electronic Version |
| Records containing (anonymous) management statistics, analyses, and reports of requests for environmental information. | Completion of request handling process + 3 years | Good Practice | Shredding/ Delete Electronic Version |



| ENVIRONMENT | TRIGGER / RETENTION PERIOD | AUTHORITY/ LEGISLATION | NOTES/ DISPOSAL METHOD |
|---|---|-----------------------------------|---|
| Records documenting identified hazards created by its operations (i.e., drains) | Current + 5 years | Provides Evidence | Shredding/ Delete Electronic Version |



| ESTATE STRATEGY/ POLICY | TRIGGER / RETENTION PERIOD | AUTHORITY/ LEGISLATION | NOTES/ DISPOSAL METHOD |
|--|---|-----------------------------------|---|
| Records documenting the development of ED's estate strategy | Superseded + 10 years | NA | Shredding/ Delete Electronic Version |
| Records documenting the development and establishment of ED's Estate Management policies: key records. | Superseded + 10 years | NA | Shredding/ Delete Electronic Version |



| EQUIPMENT (Plant/Lifts/Fire Systems) | TRIGGER / RETENTION PERIOD | AUTHORITY/ LEGISLATION | NOTES/ DISPOSAL METHOD |
|---|--|---|---|
| Records documenting the installation of equipment: items which are safety critical or associated with hazardous operations. | Decommissioning/ removal + 6 years Notes SI 1997/1840 Regulation 6 requires the maintenance of fire detection and fire-fighting equipment but does not prescribe a retention period for records in relation to this activity. Retaining a maintenance history provides evidence of compliance and effective management of health and safety over time. | 1980 c.58 s14 | Shredding/ Delete Electronic Version |
| Reports of pre-commissioning examinations of lifting equipment. | Decommissioning/removal of plant | SI 1998.2307 | Recycle waste/ Delete Electronic Version |
| Records documenting the inspection, testing and maintenance of equipment: major items other than those specified elsewhere. | Disposal of item + 1 year | SI 1998/2307 Regulation | Shredding/ Delete Electronic Version |
| Maintenance logs for equipment | Decommissioning/Removal + 1 year | SI 1998/2306 Reg. 5(2) ;1980 c58 s5 | Shredding/ Delete Electronic Version |
| Records documenting inspections of equipment, made under Regulation 6 of the Provision and Use of Work Equipment Regulations 1998 | Life of equipment + 6 years | 1980 c.58 s 5 SI 1998/2306 | Shredding/ Delete Electronic Version |



| EQUIPMENT (Plant/Lifts/Fire Systems) | TRIGGER / RETENTION PERIOD | AUTHORITY/ LEGISLATION | NOTES/ DISPOSAL METHOD |
|---|---|---|---|
| Records documenting the examination, testing and repair of plant and equipment provided to control exposure to substances hazardous to health | Decommissioning/Disposal + 15 years | SI 1998/2306 Regulation 6(3) SI 2002/2677 | Shredding/ Delete Electronic Version |
| Gas Safety Certificates | Expiry + 2 years | H&S Executive Gas Regulations | Shredding/ Delete Electronic Version |
| Reports of inspection and 'thorough examination' of lifting equipment. | Subsequent Report + 2 years | SI 1998/2307 | Recycle waste/ Delete Electronic Version |
| Records documenting the transfer of ownership of equipment | Disposal of item + 6 years | 1980 c.58 s 14 | Shredding/ Delete Electronic Version |
| Legionella Risk Assessment (Water Safety) | Subsequent report + 7 years | | |
| Electrical Testing | Expiry + 2 years or until superseded due to change of occupancy | | Shredding/ Delete |
| Refrigerant Gas Logs | Creation of record + 5 years | EC 2014 No517 F | Shredding/ Delete Electronic Version |



| FACILITIES MANAGEMENT | TRIGGER / RETENTION PERIOD | AUTHORITY/ LEGISLATION | NOTES / DISPOSAL METHOD |
|----------------------------------|---|-----------------------------------|---|
| Cleaning Contract | End of contract + 6 years | | Shredding/ Delete Electronic Version |
| Waste Disposal Statistics | End of year + 3 years | | Recycle/ Delete Electronic Version |



| | TRIGGER / RETENTION PERIOD | AUTHORITY/ LEGISLATION | NOTES/ DISPOSAL METHOD |
|---|---|-----------------------------------|---|
| FIRE SAFETY | | | |
| Records documenting the conduct and review of fire drills | Current year + 5 years | Fire Safety order 2005 | Shredding/ Delete Electronic Version |
| Records documenting arrangements with external emergency services | Current year + 5 years after superseded | | Shredding/ Delete Electronic Version |
| Records of Active & Passive Fire Precautions | Current year + 5 years | | Shredding/ Delete Electronic Version |
| Fire Strategy Reports | Retain for life of building | | |
| Records of unwanted fire alarms | Current + 5 years | | Shredding/ Delete Electronic Version |
| Incident reports | Current year + 5 years after superseded | | Shredding/ Delete Electronic Version |
| Records of fire risk assessments | Current year + 5 years after superseded | SI 2005/1541 | Shredding/ Delete Electronic Version |



| FLEET MANAGEMENT | TRIGGER / RETENTION PERIOD | AUTHORITY/ LEGISLATION | NOTES/ DISPOSAL METHOD |
|---|---|-----------------------------------|---------------------------------------|
| Note, Fleet Checker System manages the documentation | | | |
| Records documenting the purchase or lease of vehicles | Retention of vehicle + 3 years | | Deletion |
| Records documenting vehicle road tax, MOT, and servicing | Retention of vehicle + 3 years | | Deletion |
| Records documenting insurance | Retention of vehicle | | Deletion |
| Recording of annual mileage | Retention of vehicle + 3 years | | Deletion |
| Weekly vehicle checks | 3 years | | Deletion |
| Records documenting sale or disposal of vehicle | 6 years after sale/disposal | | Deletion |
| Records of damage to vehicles | Retention of vehicle + 3years | | Deletion |



| MAJOR PROJECTS | TRIGGER / RETENTION PERIOD | AUTHORITY/ LEGISLATION | NOTES/ DISPOSAL METHOD |
|--|---|---------------------------|---|
| Tender procedures – refer to University Compliance Retention Policy | | | |
| Graces/Warrants/Authorities | Review after 15 years | | If disposal agreed – Shredding/Delete Electronic Version |
| Appointment of Consultants - unsuccessful applicants | Award of contract + 1 year | | Shredding Delete Electronic Version |
| Appointment of consultant - retained with contract documents | Completion + 15 years | | Shredding Delete Electronic Version |
| Records documenting the carrying out of major projects (Feasibility, Procurement, Design team, Estimates & Financial Reports, Local Authority Planning, H&S Management, COW Reports, Meetings, General Correspondence, Handover) | Review after Completion + 15 years Note – Permanently Retain O&M, H&S, Fire Strategy & as built drawings | | Shredding Delete Electronic Version |



| PERFORMANCE & STATISTICS | TRIGGER / RETENTION PERIOD | AUTHORITY/ LEGISLATION | NOTES/ DISPOSAL METHOD |
|--|--|-----------------------------------|--|
| Key Performance Indicators | KPI (Key Performance Indicators) + 5 years | | Shredding Delete Electronic Version |
| EMR (Estates Management Record) Statistics | Report + 7 years | | Shredding Delete Electronic Version |
| Benchmarking Annual Reports | Report + 10 years | | Shredding Delete Electronic Version |



| PLANNING | | | |
|---|---|-----------------------------------|--|
| | TRIGGER / RETENTION PERIOD | AUTHORITY/ LEGISLATION | NOTES/ DISPOSAL METHOD |
| Local Government Reviews | Superseded + 10 years | | Shredding Delete Electronic Version |
| Listed Buildings/Conservation areas | Permanent Retention | | Retain |
| Planning Obligations | Permanent Retention | | Retain |



| PROPERTY MANAGEMENT | TRIGGER / RETENTION PERIOD | AUTHORITY/ LEGISLATION | NOTES/ DISPOSAL METHOD |
|--|---|---|--|
| Records documenting the acquisition of ownership of properties. | Closure of negotiations + 10 years | 1980 c. 58 s 2 | Shredding Delete Electronic Version |
| Records documenting negotiations for properties where the property was not acquired. | Close of negotiations + 3 years | | Shredding Delete Electronic Version |
| Records documenting the negotiation of leases and original lease agreements. | End of lease + 15 years | | Shredding Delete Electronic Version |
| Records documenting residential tenancy agreements | End of tenancy + 6 years | Code of practice for Residential Lettings 1.h | Shredding Delete Electronic Version |
| Records documenting Fair Rent tenancy agreements | Permanent Retention | | Shredding Delete Electronic Version |



| RECORDS MANAGEMENT | TRIGGER / RETENTION PERIOD | AUTHORITY/ LEGISLATION | NOTES/ DISPOSAL METHOD |
|--|---|-----------------------------------|--|
| Records documenting the handling of requests for information held by ED (Estates Division), made under the Freedom of Information Act 2000 | Completion of request + 3 years | Common practice 1998 c.29 | Shredding Delete Electronic Version |
| Records documenting the development and establishment of ED's Records Management strategy: key records. | Superseded + 5 years | NA | Shredding Delete Electronic Version |
| Records documenting storage locations of records. | Superseded | NA | Waste Recycling Delete Electronic Version |



| RURAL ESTATE | TRIGGER / RETENTION PERIOD | AUTHORITY/ LEGISLATION | NOTES/ DISPOSAL METHOD |
|---|---|---|--|
| Appointment of Forestry Managers & Countryside Stewardships | Termination of licence + 15 years | | Shredding Delete Electronic Version |
| Felling licence applications | Termination of scheme + 15 years | | Shredding Delete Electronic Version |
| Woodland Grant Scheme | Termination of licence + 15 years | Countryside & Rights of way Act 2000 (CROW) S37 | Shredding Delete Electronic Version |
| Rights of way | Termination + 15 years | | Shredding Delete Electronic Version |
| Countryside access agreements | Termination + 15 years | | Shredding Delete Electronic Version |
| Grazing Licences | Permanent Retention | | Retain |
| Rural Land Register | Termination + 15 years | | Shredding Delete Electronic Version |
| Cropping Licence | Permanent Retention | | Retain |
| Agriculture set-aside policy | Completion + 15 years | | Shredding Delete Electronic Version |



UNIVERSITY OF
CAMBRIDGE

Estates Division

This policy encompasses most ED Records and will be updated regularly to comply with Legislation and University Policies.

Please contact Records Management for further advice:

EM.Records@admin.cam.ac.uk